

November 28, 2011

Terrie Britton, Office Manager  
Arizona Parks and Recreation Association  
North Mountain Visitor Center  
12950 N 7th Street  
Phoenix AZ 85022

Dear Terrie:

The Department of Agricultural Education at The University of Arizona is conducting a research study to determine the entry-level skills needed by high school graduates to obtain careers in the turf-grass management industry. The findings from this research study will aid in the development of curriculum for use in the development and training of future high school agricultural education instructors in Arizona.

Data for this research study will be obtained by requesting individuals with experience in the turf-grass management industry to serve as members of an expert panel. These members will be asked to not only develop a list of technical and personal skills, but to determine those skills that are appropriate for entry-level positions.

Members of your association/organization are knowledgeable of the technical and personal skills needed by high school graduates seeking entry-level careers in your industry. We wish to contact your members via email to introduce and explain our study and invite their participation. Your assistance in helping us to communicate with your members is an important step in the success of our research study.

We appreciate your support in either forwarding this information to your membership, or providing our researcher with contact information for your members. The duration of our research study will be from two to three months. All communication will be conducted by email, and survey questionnaires will be accessed via the Internet. Questionnaires will be posted for a period of two weeks. For those individuals with concerns about privacy and confidentiality, the names of individuals agreeing to serve on the expert panel will not be revealed. Formal names of individuals or associations will be removed from statements before revealed to panel members.

There will be three rounds of questionnaires. The questionnaires will allow the researcher to develop a list of technical and personal skills. During each round, the expert panel will be asked to decide which skills are important. This process will continue until consensus of the expert panel has been reached. At the conclusion of the study, all members of the expert panel will receive a copy of the final list of skills.

If you have any questions about our study, please feel free to contact me by email at [eafrank@ag.arizona.edu](mailto:eafrank@ag.arizona.edu), or by telephone at (520) 940-3718.

Once again, we appreciate your assistance and look forward to your participation.

Sincerely,

*Edward A. Franklin*

Edward A. Franklin, Ph.D.  
Associate Professor of Agricultural Education